

1) IRP SCHEDULE A

This form can be found at <http://tn.gov/assets/entities/revenue/attachments/irpschedulea.pdf>. Applicants previously licensed in another jurisdiction must report actual distance and provide a copy of the previous registration on each vehicle being registered.

2) PROOF OF RESIDENCY Applicants may elect Tennessee as its base jurisdiction if the Applicant has an established place of business in Tennessee. Established place of business means a physical structure located in Tennessee that is owned/leased by the Applicant/Registrant and whose street address shall be specified by the Applicant /Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant/Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's/Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting and answering telephone inquiries).

☐ Proof of established place of business in Tennessee. Check one (1) only:***If property is OWNED:***

- ☐ Mortgage Payment Stub, **or**
- ☐ Property Tax Statement, **or**
- ☐ Homeowner's Insurance Statement

If property is LEASED:

- ☐ Signed Lease Agreement, **or**
- ☐ Payment Receipts (must be within the past 30 days), **or**
- ☐ Rental Insurance Statement

OR**☐ Proof of residence in Tennessee.**

- ☐ Applicant's current Tennessee driver's license **REQUIRED**, and
Must provide two (2) of the following in addition to current Driver's License:
 - ☐ Documentation that proves the business is incorporated or registered to conduct business as a foreign corporation in Tennessee,
 - ☐ Documentation that proves the principal owner of a business is a resident of Tennessee,
 - ☐ Applicant's current federal income tax return indicating a Tennessee address,
 - ☐ Documentation proving the Applicant has paid real estate or personal property taxes within the last year in Tennessee,
 - ☐ Current utility bill, including telephone, electric, water, gas, cable, etc. in the Applicant's name with a Tennessee address.
 - ☐ Current bank statement (not checks),
 - ☐ Current automobile, life or health insurance policy (not wallet cards),
 - ☐ Current vehicle registration titled in Tennessee in Applicant's name,
 - ☐ Current Tennessee voter registration,
 - ☐ Other documentation that clearly provides proof of legal residence in Tennessee.

PLEASE NOTE: Failure to provide the documentation required in this checklist prior to filing an application for registering a new vehicle through the International Registration Plan will result in rejection and processing delay.

3) POWER OF ATTORNEY If someone other than a representative of the company completes the application, a Motor Carrier Power of Attorney is needed. This form is available at <http://tn.gov/assets/entities/revenue/attachments/f1316801.pdf>

4) FOR LEASED VEHICLES ONLY

- ☐ A copy of the lease agreement, **and**
- ☐ A copy of the Leased Vehicle Owners Authorization to Lessee if the owner of the vehicle is different from the applicant.

5) HVUT - 2290 (for vehicles with a combined gross weight of 55,000 lbs. or more). **Check one (1) only:**

- ☐ Stamped copy of the Schedule 1 (Form 2290), **or**
- ☐ A copy of the 2290 along with the front and back of the cancelled check, **or**
- ☐ If filed electronically*, provide a copy of the PDF file with watermark indicating "IRS e-file" and "Received MM/DD/YYYY"

*Applicants that report twenty-five (25) or more vehicles are required to file electronically.

6) PROOF OF TITLE *Check one (1) only:*

- ☐ I have a TN title in my name or company's name (Must be state issued original or state issued duplicate – **NO PHOTOCOPIES**).
- ☐ I have an out of state title (**MUST PROVIDE COPY OF FRONT AND BACK OF TITLE**)
- ☐ I am applying for title through IRP. If so, you will need the following:

For a new vehicle that has never been titled:

- a. MSO/Certificate of Origin, **and**
- b. Bill of Sale, **and**
- c. Multi-Purpose Application (found at www.tn.gov/revenue), **and**
- d. Sales Tax Exemption form (if you have MC#), **and**
- e. If name on title is different than what is on the IRP account, an Owner's Authorization Form is needed (found at www.tn.gov/revenue)

The vehicle has a previous title:

- a. Previous Title signed over to you, **and**
- b. Multi-Purpose Application (found at www.tn.gov/revenue), **and**
- c. Sales Tax Exemption form (if you have MC#), **and**
- d. If name on title is different than what is on the IRP account, an Owner's Authorization Form is needed (found at www.tn.gov/revenue)

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